

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
(See Instructions on reverse)		JOB NUMBER	
		NI-523-091	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED	
		2-24-2009	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION National Drug Intelligence Center			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Pamela M Nemeth	5 TELEPHONE (814) 532-4572	DATE 6/5/09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 pages(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required       is attached; or       has been requested

DATE 2/19/09	SIGNATURE OF AGENCY REPRESENTATIVE Thomas D Sylvia	TITLE Supervisor, General Services Unit
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attached		

1. **Digital Evidence Laboratory Case Files**

These files contain examinations conducted by the NDIC Digital Evidence Laboratory (DEL) in accordance with its basic mission to collect and examine seized digital media. These files hold the project's parameters and various case requirements or priority intelligence requirements. They also contain the following: the official request letter, the legal authority; usually a search warrant, requesting agency paperwork, findings reports, lab management reports and other documentation. Each file may also contain administrative material such as status reports and trip reports.

**Disposition: TEMPORARY.** Cut off file when project is closed. Destroy 5 years after cutoff.

2. **Digital Evidence Laboratory Derivative Evidence Files**

Record copy of imaged media and examination findings. The derivative evidence effectively is a copy of the original evidence or a copy of a copy of the original evidence which may become the "best evidence" or derivative evidence in the event that the originals or copies are lost, destroyed or deteriorate over time. These files may also contain databases that were used in support of a project.

**Disposition: TEMPORARY.** Cut off file when project is closed. Destroy data 3 years after cutoff.